



TEACHING INTERN CHECKLIST

Initial Issuance Requirements

Year ONE Timeline: Must be met prior to initial issuance of Teaching Intern Certificate	
Requirement	Documentation Needed
1. Bachelor's degree or higher from an accredited institution	<input type="checkbox"/> Official transcripts documenting a Bachelor's or more advanced degree
2. Valid IVP fingerprint card. Phone number to Arizona Department of Education where an IVP fingerprint card can be obtained is: 602-223-2279. This can take up to 8-10 weeks to receive the card.	<input type="checkbox"/> Photocopy of valid Arizona IVP fingerprint card (plastic) issued on or after January 1, 2008.
3. Subject Knowledge exam or Master's Degree in appropriate subject area. Required Arizona Educator Exams Subject Knowledge Exams	<input type="checkbox"/> Passing score on one or more subject knowledge portion of the Arizona Teacher Proficiency Assessment that corresponds to the applicant's teaching assignment and intern teaching position. OR a Master's Degree in the appropriate subject area. Verified by submitting official transcript(s). OR 24 semester hours of subject-related courses from an accredited institution IF a subject knowledge proficiency assessment is not offered.
4. Completion of the requirements for a Provisional Structured English Immersion (SEI) endorsement, as prescribed in R7-2-613(J) SEI Requirements	<input type="checkbox"/> Official transcripts or SEI Certificate of Training verifying 3 semester hours or 45 clock hours of state approved SEI Training for the Provisional SEI endorsement.
5. Verification of enrollment in a Board approved alternative path to certification program, or a Board approved teacher preparation program. Alternative Programs Arizona State Board Approved Programs	<input type="checkbox"/> Letter of enrollment from the institution signed by approved designee. <i>Institutions will want proof that you have an "intent to hire" or have been hired full time with a Local Education Agency (LEA) that requires certified teachers.</i>

Extension Requirements

Year TWO Timeline: Must be met prior extension of Teaching Intern Certificate	
Requirement	Documentation Needed
1. Valid IVP fingerprint card.	<input type="checkbox"/> Photocopy of valid Arizona IVP fingerprint card issued on or after January 1, 2008.
2. Documentation that one is making adequate progress in program	<input type="checkbox"/> Extension letter from the Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program verifying the completion of required coursework. <input type="checkbox"/> Official transcripts documenting the required teacher preparation coursework must accompany the letter.

Final Requirements: Moving from the Teaching Intern Certificate to a Provisional Teaching Certificate

Year Two/Three Timeline: Upon successful completion of the program, the applicant will be issued an Institutional Recommendation (IR) for a Provisional Teaching Certificate. Application with the IR should be made PRIOR to the expiration of the Teaching Intern Certificate.

Requirement	Documentation Needed
1. Completion of a State Board Approved Educator Preparation Program.	<input type="checkbox"/> Institutional Recommendation from Board approved program <input type="checkbox"/> Included on the Institutional Recommendation is verification that the Full SEI Endorsement requirement has been met.
2. AZ/US Constitution requirement must be successfully completed within three years of the initial issuance of any Arizona teaching or Administrative Certificate. If teaching an academic course on history, government, social studies, citizenship, law or civics this requirement must be completed within one year. No other certificates will be issued until this requirement has been fulfilled.	<input type="checkbox"/> College Course or the appropriate examination.
3. A passing score on the required Professional Knowledge Exam Professional Knowledge Exams	<input type="checkbox"/> Passing score on professional knowledge examination. OR three years of full time teaching documented on Verification of Teaching Experience Form to waive the professional knowledge exam.

